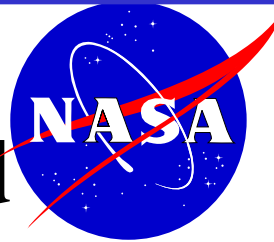


Travel Card Training

RELEASED - Printed documents may be obsolete; validate prior to use.



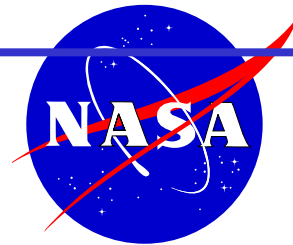
Government Travel Charge Card

Introduction

- Travelers on official government travel are required by law to place official travel related expenses on a government-issued travel charge card.
 - Federal Travel Regulation (FTR) §301-51.1 states: *You are required to use the Government contractor-issued travel charge card for all official travel expenses unless you have an exemption.*
- The government card should only be used for official travel and official travel-related expenses (lodging, meals, incidentals, etc.) away from the official duty station.
- Cardholders are responsible for making payment to the issuing credit card company.
- Official travel expenses charged to the government-issued charge card will be reimbursed on the travel voucher in accordance with reimbursement procedures.
- Use of the card and the account for personal purposes is forbidden.
- When traveling on official NASA business, the government expects its employees to be “prudent travelers.” Cardholders should use the same care when incurring expenses as they would if traveling on personal business. Excess costs, indirect routes, unnecessary delays, and luxury accommodations are unnecessary, unjustified, and unacceptable as prudent actions.
- There is no application or yearly fee, no finance or interest charges.

Administration of the Travel Card

- Each Center has an Agency Program Coordinator (APC)
- The APC is responsible for issuing applications and ensuring that applications are sent to the bank.
- The employee must complete the application which is furnished by the bank.
- Upon approval of the card, the bank sends the card to the employee’s address as indicated on application.
- The employee is issued a Standard Card or a Restricted Card depending on their credit score.
 - A Restricted Card has a lower credit limit.
- The employee is responsible for the safekeeping of the card.



Government Travel Charge Card

Exemptions

The Administrator of General Services exempts the following expenses from the mandatory use of the Government contractor-issued travel charge card:

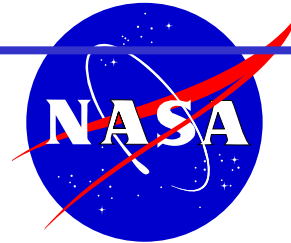
- Expenses incurred at a vendor that does not accept the government contractor-issued travel charge card;
- Laundry/dry cleaning;
- Parking;
- Local transportation system;
- Taxi;
- Tips;
- Meals (when use of the card is impractical, e.g. group meals or where the government contractor-issued travel charge card is not accepted);
- Phone calls (when a government calling card is available for use in accordance with agency policy);
- An employee who has an application pending for the travel charge card;
- Individuals traveling on invitational travel;
- Relocation allowances, except en-route travel and house-hunting trip expenses.

ATM Transactions and Limits

- Maximum withdrawals for domestic TDY are limited to \$300 per 24-hour period not to exceed \$300 in a 7 day rolling period.
- Maximum withdrawals for foreign TDY are limited to \$1,500 per 24-hour period not to exceed \$1,500 in a 7 day rolling period.
 - *The ATM limit does not automatically increase when foreign travel orders are approved. Contact your Center's APC at least 24 hours before you leave on TDY to confirm your ATM limit.*
- Travelers should be prudent and not withdraw more funds than they anticipate being reimbursed on their travel voucher.
- When to obtain an ATM advance:
 - After your travel authorization has been approved
 - No earlier than 3 workdays prior to departure
 - No later than the last day of travel



Government Travel Charge Card

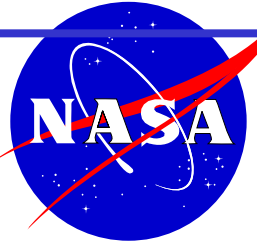


Bill Payment

- The cardholder will receive a statement from JPMorgan Chase Bank and is responsible for payment of those charges to the bank.
- Payments may be made online via JPMorgan Chase Bank's PaymentNet system, at <https://gov1.paymentnet.com>.
- Or the cardholder may pay by check or PC banking in accordance with their financial institution.

Delinquency

- Payment in full is due upon receipt of the monthly statement.
- If the payment is not received on the due date, the bill is considered past due.
- If payment is not received 45 days after the statement date, the account is considered delinquent and is in a pre-suspension status.
- At 61 days after the statement date, an account will be suspended and no charges will be allowed until the past due balance is paid in full.
- The bank will cancel accounts at 126 days after the statement date, if the past due balance is not paid in full.



Travel Charge Card Do's and Don't's



DOs

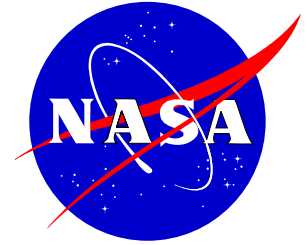
- Do use your government travel card to pay for official travel expenses
- Do obtain travel advances for official travel through an ATM, keeping in mind to be prudent and limit the amount of your withdrawal to only meet anticipated travel expenses
- Do submit payment in full to JPMorgan Chase Bank
- Do notify the bank immediately if card is lost or stolen
- Do update your FedTraveler account when you receive a new or replacement card
- Do report unauthorized charges to JPMorgan Chase Bank immediately
- Do notify either JPMorgan Chase Bank or your Center's APC with change of mailing address
- Do use the services of FedTraveler to arrange for common carrier transportation, lodging, and rental cars for official travel.



DON'Ts

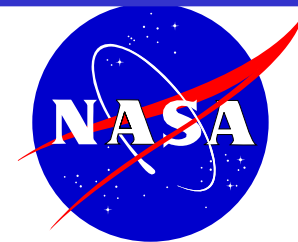
- Don't use your government travel card for personal use, such as:
 - Department store purchases
 - Restaurants while not on TDY
 - In the official duty area when not on TDY
- Don't obtain travel advances through the ATM unless you are on travel or will be on travel within 3 business days.
- Don't make ATM withdrawals AFTER you return from TDY
- Don't purchase airline tickets for personal travel (i.e., family members or friends)
- Don't wait for receipt of your monthly bill to file your travel claim
- Don't make late payments because this could result in suspension or cancellation of your card
- Don't make ATM withdrawals at the international limit if only domestic travel is approved
- Don't use your card for non-official travel related expenses

JPMorgan Chase Bank Quick Reference Guide



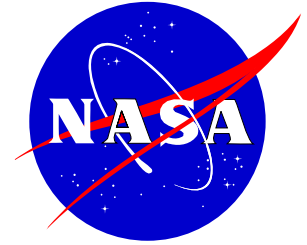
Service Area	Contact Information
Customer Service	888-297-0781 (24 hours) 847-488-4441 (outside the U.S.)
JPMorgan Chase Bank ATM Locator	https://www.chase.com/ccp/index.jsp?pg_name=ccpmapp/shared/assets/page/atmlocator
Payment Address (Include Remit Coupon)	JPMorgan Chase Bank PO Box 4473 Carol Stream IL 60197-4473

Payment of Travel Reimbursement Claims



- Travelers are required to sign a travel voucher within 5 working days after completion of TDY.
- Travel reimbursements are made using Electronic Funds Transfer (EFT) (as mandated by law).
- The Travel Office will use the EFT information provided to the Payroll Office unless other information is provided.
- A voucher examiner will conduct a cursory review to assure all necessary data is included.
- All itemized receipts for lodging and expenses over \$75 must be maintained in the event a Post Payment Review is performed on the voucher.
- Complete vouchers will be sent through NASA's accounting system for payment.
- The accounting system will generate an e-mail notification to the traveler advising amount and an approximate payment date.

Government Travel Charge Card



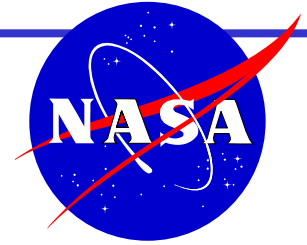
Foreign Travel Expenses

- When traveling to a foreign location, lodging, rental car, and other authorized expenses should be converted to U.S. currency.
- You may consult your travel charge card statement online when you are filing your foreign travel voucher and use the charges on your statement. The currency conversions and conversions fees are on your statement.
- Some Useful Exchange Rate Websites
 - <http://www.xe.net/tec/>
 - <http://www.oanda.com/converter/classic>

Federal Regulation Web Addresses

The following is a list of government travel regulations and instructions that to assist you with your travel-related questions:

- NASA Financial Management Requirements, Volume 12: Travel –
http://www.nasa.gov/pdf/115628main_FMR%20Volume%2012%20Travel%204-29-05%20final.pdf
 - Appendix A is the NASA Federal Travel Regulations Supplement (NFTRS)
 - Chapter 301 (pp A3-A43) addresses Temporary Duty (TDY) Travel Allowances
 - Chapter 302 (pp A44-A45) addresses Relocation Allowances
- Federal Travel Regulations (FTR) -
<http://www.gsa.gov/fttr>
- General Services Administration - (includes links to per diem rates for domestic, non-foreign and DoD)
<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>



Certificate of Completion for Travel Card Training

Cardholder Name: _____

By signing the certificate below, I agree that I have read and understand the training material which includes the following information:

- Travelers on official government travel are required by law to place travel related expenses on a government-issued travel charge card.
- The government card should only be used for official travel and official travel-related expenses (lodging, meals, incidentals, etc.) away from the official duty station.
- Cardholders are responsible for making payment to the issuing credit card company by the statement due date.
- Cardholders must comply with the terms and conditions of the Cardholder Agreement.
- Official travel expenses charged to the government issued charge card will be reimbursed on the travel voucher in accordance with reimbursement procedures.
- Use of the card and the account for personal purposes is forbidden.
- Travel advances are to be obtained through an ATM after the Travel Authorization has been approved, no earlier than 3 business days prior to departure, and no later than the last day of travel.
- Cardholders are to contact JPMorgan Chase Bank immediately (24 hours a day, every day of the year) to report a lost or stolen travel card.
- Cardholders should notify JPMorgan Chase Bank within 30 days of a disputed invoice.
- When traveling on official NASA business, the government expects its employees to be “prudent travelers.” Cardholders should use the same care when incurring expenses as they would if traveling on personal business.

I certify that I have received this training, understand the regulations and procedures and know the consequences of inappropriate actions.

Signature of Cardholder _____

I certify that the cardholder has received this training, understands the regulations and procedures and knows the consequences of inappropriate actions.

Signature of APC _____